

**U.S. DISTRICT COURTS  
DISTRICT OF COLORADO**

Human Resources Division  
1929 Stout Street, Rm. C-523, Denver, CO 80294

**EMPLOYMENT INFORMATION SHEET**

PLEASE TYPE OR PRINT IN INK ANSWERS TO THE FOLLOWING QUESTIONS:

Date:

Title of position you are applying for:

Name:

First,

Middle

Last,

Other names previously used for employment:

Mailing Address:

Work: ( )

Home: ( )

Social Security Number:

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Proof of U.S. Citizenship

Yes

No

**EDUCATION:**

School	Name and location	Dates attended	Major	Degree	Date
High School:					
College or					
Tech. School					
Other:					
Honors or awards:					
Professional or technical licenses, permits, etc.					
Do you type?		Speed?	List any OFFICE MACHINES you operate:		

**MILITARY SERVICE:**

Branch	From	To	Type of Discharge	Highest rank or rating	Serial number
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? (You may omit: (1) offenses committed before your eighteenth birthday and adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses the record of which has been expunged; (4) minor traffic violations for which you paid a fine of \$50 or less.)					
		YES		NO	
Your Age at Time of Action	Date	Law Enforcement Agency or Court		Charge	Disposition
Number of days lost due to illness during the past year:			Number of workplace accidents:		
Do you have any relatives who are employees of the United States Courts/U.S. Probation or Pretrial Services Offices? If yes, give name, position and relationship:				YES	NO
Have you ever been employed by a United States Court Courts/U.S. Probation or Pretrial Services Offices? If yes, give name, position and date:				YES	NO
Have you ever been employed by the Federal Government? If yes, give name, position and date:				YES	NO
How were you referred?			On what date are you available for employment?		

**EMPLOYMENT HISTORY:** (ACCOUNT FOR PAST 10 YEARS) BEGIN WITH PRESENT OR LAST EXPERIENCE

Present employer (or most recent):	From:	To:
Address:	Kind of Business:	
Position:	Starting Salary:	Ending Salary:
Supervisor's name:	Telephone Number:	
Reason for leaving:	Hours worked per day:	
Duties:		

Present employer (or most recent):	From:	To:
Address:	Kind of Business:	
Position:	Starting Salary:	Ending Salary:
Supervisor's name:	Telephone Number:	
Reason for leaving:	Hours worked per day:	
Duties:		

Present employer (or most recent):	From:	To:
Address:	Kind of Business:	
Position:	Starting Salary:	Ending Salary:
Supervisor's name:	Telephone Number:	
Reason for leaving:	Hours worked per day:	
Duties:		

IF MORE THAN THREE PREVIOUS EMPLOYERS, PLEASE MAKE AN ATTACHMENT.

**PROFESSIONAL REFERENCES - DO NOT LIST RELATIVES**

Name:	Occupation:	Telephone Number:
Name:	Occupation:	Telephone Number:
Name:	Occupation:	Telephone Number:

## SIGNATURE AND CERTIFICATION OF INFORMATION

**YOU MUST SIGN THIS APPLICATION.** Read the following carefully before you sign.

- \* I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

Rev.

**BACKGROUND INFORMATION:**

1. For this item, report information regardless of whether the record has been “sealed” or otherwise stricken from the court record. The single exception to this requirement is for certain convictions under the Federal Controlled Substances Act for which the court issued an expungement order under the authority of 21 U.S.C. § 844 or 18 U.S.C. § 3607.
- a. Have you ever been charged with or convicted of any felony offenses (including those under the Uniform Code of Military Justice), any firearms or explosives offenses, or any offenses related to alcohol or drugs? *If "YES", use item 5 to provide the date, offense, action taken, and the name and address of the law enforcement authority or court involved.....*

YES[ ] NO[ ]
- b. In the last 7 years, have you been subject to court martial or other disciplinary proceedings under the Uniform Code of Military Justice? (Include non-judicial, Captain’s mast, etc.) *If "YES", use item 5 to provide the date, offense, action taken, and the name and address of the law enforcement authority or court involved.....*

YES[ ] NO[ ]
- c. Are there currently any charges pending against you for any criminal offense? *If "YES", use item 5 to provide the date, offense, action taken, and the name and address of the law enforcement authority or court involved.....*

YES[ ] NO[ ]
- d. In the last 7 years, have you been charged with or convicted of any offenses not listed in response to a, b, or c above? *If "YES", use item 5 to provide the date, offense, action taken, and the name and address of the law enforcement authority or court involved.....*

YES[ ] NO[ ]
2. Have you ever been fired from any job for any reason, have you quit after being told that you would be fired, have you left any job by mutual agreement because of specific problems, or have you been debarred from Federal employment by the Office of Personnel Management? *If "YES", use item 5 to explain.....*
- YES[ ] NO[ ]
3. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) *If "YES", use item 5 to provide the type, length, and amount of the delinquency or default and steps that you are taking to correct the error or repay the debt.*
- YES[ ] NO[ ]
4. Do you have any relatives who are Judges, Officers or employees of the United States Courts? *If "YES", use item 5 to provide their names, positions, and relationships to you.....*
- YES[ ] NO[ ]

5. Provide details requested in items 1 through 4 in the continuation space below or on attached sheets.

**APPLICANT CERTIFICATION:**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information given on or attached to this application may be grounds for not hiring me or firing me after I begin work. I understand that any information I give may be investigated.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_